

<p align="center"><b>GEORGIA DEPARTMENT OF CORRECTIONS</b> Standard Operating Procedures</p>		
<b>Functional Area:</b> SUPPORT SERVICES/FIRE SERVICES	<b>Reference Number:</b> IVN05-0001 **	<b>Revises Previous Effective Date:</b>  4/01/97
<b>Subject:</b> MANDATED FIRE SAFETY TRAINING FOR STAFF		
<b>Authority:</b> WETHERINGTON/FERRERO/HODGE	<b>Effective Date:</b> 8/15/01	Page 1 of  2

**I. POLICY:**

To establish procedures for a fire safety training program.

**II. APPLICABILITY:**

All state/county institutions, transitional, diversion and detention centers.

**III. RELATED DIRECTIVES:**

A. CAC/ACA, National Fire Protection Association (NFPA) Life Safety Codes, GA. Law, Department of Public Safety/Georgia Fire Academy Standards. Georgia Department of Corrections Board Rules and Regulations 125-2-2-.01 (b)

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**IV. DEFINITIONS:**

NONE

**V. ATTACHMENTS:**

NONE

**VI. PROCEDURE:**

A. The Georgia Department of Corrections Fire Services Manager will develop and coordinate a fire safety training program which will meet all recognized National and State Standards.

Functional Area:  SUPPORT SERVICES/FIRE SERVICES	Prev. Eff. Date:  4/01/97	Page 2 of  2
	Effective Date:  8/15/01	Reference Number:  IVN05-0001 **

1. Training will be conducted by instructors with valid certifications issued by the National Professional Qualifications Board for Fire Instructors.
2. Training which does not require a certified instructor will be conducted by an instructor approved by the Georgia Department of Corrections Fire Services Manager.
3. Course descriptions will be developed and distributed to affected agency personnel by the Fire Services Manager.
4. Training rosters will be maintained at each facility.

B. The following fire safety training shall be conducted:

1. Sixty (60) hours of Basic Firefighter 101 training will be conducted for new firefighting personnel (staff and/or inmate) at all Georgia Department of Corrections Fire Department Stations.
2. Twenty (20) hours monthly Firefighter In-Service training will be conducted for firefighting personnel (staff and/or inmate) at all Georgia Department of Corrections Fire Department Stations.
3. Four (4) hours annual Correctional Officer Orientation training will be conducted for every correctional staff person at all state facilities. This includes training in basic fire knowledge and skill in use of available equipment to include breathing apparatus.
4. Eight (8) hours of Basic Correctional Officer Training (BCOT) will be conducted for every new correctional officer.
5. Thirty-five (35) hours of Basic Fire Inspector training will be conducted for the designated facility fire inspectors.
6. Six (6) hours annual Hospital Fire Safety Training for designated staff working in facilities with a hospital component.

Functional Area: SUPPORT SERVICES/FIRE SERVICES	Prev. Eff. Date: 4/01/97	Page 3 of 2
	Effective Date: 8/15/01	Reference Number: IVN05-0001 **

7. Two (2) hours annual fire safety training for wardens/superintendents of all Georgia Department of Corrections facilities.